



Cromer Church Risk Assessment - RA 2 - Visiting Schools

Date of Risk Assessment: March 2023

Review Date: March 2025

Identify Hazard	Risk Involved	Risk	Minimise risk by	Risk
Trips and Slips	Externally *uneven surfaces and kerbs	High	Watching your footing as you arrive at the school	Low
	In the building * change of floor levels. * spillages of liquids * cables on the floor	High	Being aware of differing floor levels - put a light on if needed Report spillages to a staff member Step carefully over cables	Low
Infection	Taking infection in to the school	High	Do not visit the school if feeling unwell. Sanitise hands & wear Personal Protective Equipment if appropriate	Low
Challenging behaviour from staff or pupils	Being on the receiving end of verbal or physical abuse		Talk with the school before your first visit to make yourself aware of any procedures, guidance and policies that visitors are expected to adhere to Register at reception when you arrive, and wear the schools visitors badge to identify to staff and pupils that you authorised to be in the building Remove yourself from a difficult situation immediately and report the incident to a staff member or the school reception team. Report the incident to Cromer Church Clergy after the visit	Low
Manual Handling	Risk of injury	High	Those visiting schools should not, under any circumstances, help move furniture or assist with handling pupils during their visit.	Low

Identify Hazard	Risk Involved	Risk	Minimise risk by	Risk
Fire	<p>Being unaware of how to exit the building in the case of a fire or other emergency</p> <p>Not having access to a phone to make an emergency call to your next of kin.</p>	High	<p>By making yourself aware where the exits are on their first visit to the school and take note of any instructions given on arrival at the school in the case of an evacuation</p> <p>Take a charged mobile with you on each visit</p>	Low
Being party to safeguarding issues	Confidential information is shared	High	<p>Close the conversation down at the first opportunity and make it clear that you will need to pass on what you have been told to one of the school leaders.</p> <p>Do not divulge any part of what was disclosed to you to anyone else you are visiting the school with or anyone else in Cromer Church as it is a school safeguarding issue not a church one.</p> <p>Ensure you speak to the schools Safeguarding Officer before you leave the school to share what has been disclosed to you. If the SO is not available ask to speak to a senior member of the school leadership team. NB Do not leave the school until you have passed on the information.</p>	Low